



Subject: INFANTS AT WORK

SOM: 1.2.2

Effective: 07/01/04

POLICY STATEMENT:

Employees of Kansas Housing Resources Corporation are permitted to bring their infants to work with them until infants reach six months of age subject to the conditions of this policy.

PROCEDURAL GUIDELINES:

Equipment

Each parent shall make his or her workstation suitable for the new infant. The new infant shall be located primarily at the parent's workstation during the workday. Each parent will be responsible for providing the necessary furniture and equipment in order to take care of the infant's needs. Parents are required to turn in an equipment list that must be approved by his/her supervisor prior to bringing the infant to work. Equipment must include an airtight storage container for disposal of soiled diapers. Parents are solely responsible for the disposal of soiled diapers, and other infant related rubbish in a timely and appropriate manner.

Protocol For Managing Infants

In the event an infant becomes noticeably fussy, loud, uncontrollable or exhibits any behavior that causes a distraction in the workplace or prevents the parent from accomplishing work, the parent must immediately take the infant to a sitting room until the infant calms down, and is quieter. If the infant does not calm down within 30 minutes while in the sitting room, the parent must either remove the infant from KHRC premises or have an alternative care provider step in to care for the infant. If a parent chooses to remove the infant from KHRC grounds, the parent shall use appropriate leave to cover any resulting absences from work.

Sick infants shall never be brought to work. The *Center for Disease Control's Recommendations for Inclusion or Exclusion* (see attachment A) of children from an out-of-home child care setting are attached, and are hereby adopted by KHRC as a means for

determining whether an infant is sick. If an infant falls ill at work, his/her parent is required to remove the infant from KHRC premises by either taking the infant home (and using appropriate leave to do so) or arranging for alternative care outside of the office.

Parents are also required to observe the following rules:

- They are not permitted to neglect their work duties and responsibilities for segments of time longer than 30 minutes to attend to their infants. If such time is required to adequately care for infants, parents are required to take appropriate leave.
- Parents are expected to nurse their infants in private, preferably by retreating to the designated sitting room.
- Parents are not permitted to transport their infants in KHRC-provided leased or other vehicles.

Conditions and Requirements of the “Alternative Care Provider”

- Each parent shall designate two alternative care providers in the workplace. The alternative care providers will be employees who voluntarily agree to care for the infant in the event the parent is unavailable due to attendance at a meeting, participation in a telephone conference call, or a similar work responsibility. The alternative care provider may not simultaneously participate in the program as a parent bringing his or her infant to work, and as an alternative care provider for another parent’s child.
- Each alternative care provider must acknowledge that he or she has agreed to serve in that role by signing an *Alternative Care Provider Agreement* (see attachment B) setting forth the alternative care provider’s duties and responsibilities.
- The alternative care provider’s supervisor must approve of the alternative care provider’s participation.
- If the parent is unable to care for the infant due to attendance at a meeting, participation in a telephone conference call or a similar work responsibility, the parent will notify an alternative care provider and place the infant in the provider’s care temporarily
- If the parent is going to be unavailable for a period exceeding 1.5 hours within a 4-hour period, the parent shall make arrangements for the infant’s care outside KHRC. An alternative care provider in the workplace shall not be required to care for an infant for a period exceeding 1.5 hours within a 4-hour period.

- In the event that the alternative care provider must release the infant to an Emergency Contact, the alternative care provider will check the identity of the Emergency Contact by asking for a form of identification that includes a photograph.

Infant Care Plan

- Each participating parent must complete and sign an *Infant Care Plan* (see attachment C) which must be submitted to the parent's Division Director for review and approval. The *Infant Care Plan* shall include 1) days and times the infant will be present in the workplace; 2) names and schedules of the parent's alternative care providers; 3) date the parent will begin the program; and 4) tentative date the parent will end the program.
- Upon approval of an *Infant Care Plan* by the parent's Division Director, the plan shall be submitted to the Executive Vice President for final approval. Upon receiving final approval, the parent may bring the infant to the workplace on the beginning date stated in the *Infant Care Plan*.
- The parent and his/her Division Director shall meet to discuss and resolve any complaints made regarding the infant's presence in the workplace. Subject to approval by the Executive Vice President, the *Infant Care Plan* may be modified by agreement of the parent and the supervisor and/or Division Director as needed.

Complaints

- Any complaints regarding an "infant at work" program participant shall be made in writing, signed by the person(s) making the complaint, and submitted to the parent's supervisor and/or Division Director.
- Any properly submitted complaint shall be reviewed by the supervisor and/or Division Director, and discussed with the person(s) making the complaint. The supervisor and/or Division Director shall provide a copy of the complaint to the parent, and discuss it with the parent, determining how to resolve the complaint.
- If the parent is required to take action to resolve the complaint, the parent shall modify his/her *Infant Care Plan* to include steps to be taken to resolve the complaint. The modified *Infant Care Plan* shall be resubmitted for approval.
- Any complaints regarding a program participant that are not resolved will be handled according to KHRC's Grievance Policy. (Please see policy 1.7.1, "Grievances" for more information).

Termination of Eligibility

A parent's eligibility to participate in the program will be terminated when:

- The infant becomes 180 days old;
- The parent is no longer employed in a full-time, benefits-eligible position with KHRC; or
- A final ruling is made pursuant to the Grievance policy, terminating the eligibility of a parent.

If the parent's eligibility is terminated due to the Grievance policy, the parent shall be notified in writing of the final ruling by the Human Resources Unit. Upon receiving such a notice, the parent shall remove the infant from the workplace within one week of receiving such notice.

KHRC furthermore reserves the right to terminate a participant's eligibility, with or without cause, or to modify or cancel the program in part or in its entirety, with or without cause, requiring the parent to remove his or her infant from the workplace immediately.

ATTACHMENTS:

- Attachment A: Center for Disease Control's Recommendation for Inclusion or Exclusion
- Attachment B: Alternative Care Provider Agreement
- Attachment C: Infant Care Plan